

What is the Freedom of Information Act (FOIA)? It is an option you may want to use when the releasability of a record is questionable. The FOIA provides public access to releasable records. It does not require agencies to do research, conduct surveys, compile or analyze data, or to answer questions.

Make a FOIA Request: If you want to submit a FOIA inquiry, send a written request to the FOIA office where the record is located, describe the records you want as specifically as possible and let us know how much you're willing to pay.

FOIA Costs: The FOIA allows fee charges based on the requester's category. There are three categories: commercial (pay search, review, and reproduction fees), educational, non-commercial scientific institution, and news media (pay search and reproduction fees; first 100 pages provided at no cost); and others (pay search and reproduction fees; first two hours search and 100 pages provided at no cost). The FOIA also allows waivers or reductions in fees if disclosing the information is in the public interest.

Response Time: Normally, you can expect a response to your FOIA request within 20 days from the date the proper FOIA office receives it. If special situations exist, the FOIA office will contact you with an estimated completion date and explain the reason for delay.

Where to Send a FOIA Request: FOIA requests must be in writing, cite the Freedom of Information Act and contain a statement of willingness to pay fees. Submit records request pertaining to the 153d Airlift Wing to:

(307)772-6402 / DSN 388-6402

**FOIA Office
Wyoming Air National Guard
217 Dell Range Blvd.
Cheyenne, WY 82009**